CHECKLIST FOR DEALER-CONTRACTOR APPROVAL FOR MANUFACTURED HOMES

BUSINESS NAME: TAX ID NO: CONTACT PERSON: ADDRESS: PHONE NUMBER:		
APPLICATION		Date Completed
1.	At initial contact, local office to provide and discuss RD regulations on Manufactured Homes with the Dealer-Contractor.	
2.	Form 1944-5, Manufactured Housing Dealer-Contractor Application	
3.	Current Financial Statement and copies of the last 2 year's income taxes	
4.	Commercial Credit Report Fee (\$40) & Individual Credit Report Fee for ea Individual Principal Owner (\$28 fee for each). Submit funds on 451-2 to Guaranteed Housing Lockbox address. (See AN 3426 1910-C dated 11-3-98)	ch
5.	Send to S/O, Attn: Housing copy of 1944-5 and Attachment 1 to AN 3426. State Office will order commercial and individual/joint credit reports. Local Office need to review reports when received from State Office.	
6.	Local Office visits business. If have subcontractors, visit them.	
7.	Local Office visit at least 3 homes that the Dealer-Contractor has set up. Talk to owners to see if warranties, set up, etc., were satisfactory.(take Pictures)	
8.	Check trade and bank references and Better Business Bureau.	
9.	Obtain copies of brochures, descriptive literature, guarantees, sales contract and price lists.	S
10.	Loan Approval Official submits memo to State Office with recommendation and encloses copies of above documents. (Reference 3550 HB 9.17)	
11.	State Office sends approval/rejection letter to applicant and copy to local Office and RDM. State Office adds name to state approved list (MO 1924-2 Exhibit A-1)	A,

REMINDERS

- 1. On each manufactured home that is financed, we must have foundation drawings and design calculations prepared and sealed by a licensed professional (Engineer or Architect) or others that can produce evidence of training & experience for drawings and specifications for Manufactured Homes and are listed in procedure at 1924.5(f)(1).
- 2. Multiple Contracts are prohibited, but a dealer-contractor may use subcontractors if the Dealer-Contractor remains solely responsible for all work under the contract.
- 3. Refer to AN 3701 (1924-A) dated 1-28-02, Thermal Requirements for Manufactured Housing.